



Bayside High School

32-24 Corporal Kennedy Street, Bayside, New York 11361 Telephone (718) 229-7600

Michael Athy, Principal

Important Reminders/Checklist for Seniors - Please Read and Save

Have you taken the SAT or ACT at least once?

- *SAT* registration booklets are available in the Guidance Suite (Room 134). Deadline dates for mailing are very important! **You must mail your application directly to the College Board in New Jersey using the supplied envelope, or register online at www.collegeboard.com.**
- *SAT Subject Tests* are the new name for the tests once called SAT IIs. Some competitive colleges ask that students submit their scores on these tests. College websites will let you know whether the school in which you are interested requires taking such specific tests. Students who plan to take SAT Subject Tests must complete a separate SAT registration form.
- **There are substantial fees for late mailing of applications.** If you wish to avoid these extra fees, your application **MUST** be postmarked by deadline dates. Bring it to a post office, if you wait until the last minute. Note that tests are offered throughout the year. **However, we recommend that you plan to sit for the October, November or December administrations.** Some fee waivers are available to those who can demonstrate need. You can get your fee waivers at Room 128.

Have you completed the Activity Sheet and Parent Brag Sheet?

- In order for your guidance counselor to complete your college counselor forms, you need to make sure to complete the Activity Sheet and Parent Brag Sheet. Remember to return your completed sheets to the Guidance Office. You can pick up these sheets from the Guidance Office (Room 134) or download the forms from the school website: www.baysidehighschool.org.

Have you submitted Feedback Forms to teachers?

- Remember to fill out your information before handing it to your teachers so your teachers will give your completed forms to your individual guidance counselor. You can pick them up at the Guidance Office (Room 134) or download the forms from the school website: www.baysidehighschool.org.

Have you browsed college websites, applications, financial aid information, and catalogs of colleges?

- You can use college information sites such as www.collegeboard.com. You can also visit individual college websites and download their college applications. You will need to visit www.cuny.edu and www.suny.edu to apply to CUNY and SUNY schools. There are also college information at the Guidance Office – such as college brochures, SAT prep booklets, scholarships, etc.

Did you look over your transcript and make sure that there are no conflicts or concerns?

- Students **CANNOT** complete their college applications until all transcripts are updated. If you notice that there is a problem with the transcript that you received in the beginning of the school year, please see your Guidance Counselor **IMMEDIATELY**. Updated transcripts are usually available sometime in mid October. At that time, your guidance counselor can begin mailing out your applications.

How do I start applying to colleges?

- The following section is all about the college application procedures. **It is extremely important to be mindful about each college application deadline. Every college has their own deadline; hence it is best to keep track of them and give your completed application to your guidance counselor at least 30 days before the deadline.** This way, he/she has sufficient time to work on your applications. Refer to the “*College Application Procedures – How Do I Apply to College*” section for more information.

COLLEGE APPLICATION PROCEDURES - “HOW DO I APPLY TO COLLEGE?”

1. Most colleges now prefer that applications are filled out online on their websites, however do not forget to print and bring in any “counselor forms” and envelopes to your guidance counselor (except for CUNY) after filling out your applications in order for us to send your transcript to your colleges. Don’t forget to “send your official SAT scores” from your account at www.collegeboard.com. Don’t forget to give your teachers stamped addressed envelopes and “teacher recommendation” forms when necessary.

2. CUNY information and SUNY information will be distributed to you. Apply online at www.cuny.edu and www.suny.edu. SUNY - after applying print the counselor form and bring it to your guidance counselor with a manila envelope and 4 stamps. CUNY - no envelope necessary, enter your OSIS # on the application, “send SAT scores” to code 2950 UAPC at www.collegeboard.com, and fill out a “CUNY INFORMATION SHEET” available at the Guidance Suite.

3. STUDENTS WILL BE ALLOWED TO SUBMIT SUNY AND CUNY APPLICATIONS, PLUS A LIMIT OF SIX OTHERS. REMEMBER, APPLICATIONS HAVE SEVERAL PARTS TO COMPLETE AND HAVE AN APPLICATION FEE. DO NOT START MORE APPLICATIONS THAN YOU CAN HANDLE.

ALL ENVELOPES TO SEND TRANSCRIPTS/COUNSELOR FORMS MUST BE HANDED IN AT THE SAME TIME. YOU ARE NOT PERMITTED TO MAKE MULTIPLE VISITS TO YOUR GUIDANCE COUNSELOR IN ORDER TO HAND IN ENVELOPES TO SEND TRANSCRIPTS.

4. You must find out college deadlines.

- a) Early action/early decision (usually varies from Nov. 1st to Nov. 15th).
- b) Regular admission (usually varies from Dec. 15th to Feb. 15th).
- c) Students who intend to apply to any of the military academies, need to be aware that the final deadline for acceptance of applications is Oct. 31st.
- d) Because many public college acceptances are made on a rolling basis (first come, first served) it is **RECOMMENDED** that CUNY and SUNY applications be submitted by Halloween or at least by Nov. 15th. However, you can still apply later.

5. AT LEAST 30 DAYS (EXCLUDING HOLIDAYS) ARE NEEDED BY YOUR GUIDANCE COUNSELOR TO PROCESS AN APPLICATION (OR SCHOLARSHIP FORM). THEREFORE, APPLICATIONS MUST BE SUBMITTED TO YOUR GUIDANCE COUNSELOR A MINIMUM OF 30 DAYS (EXCLUDING HOLIDAYS) BEFORE A COLLEGE DEADLINE. EARLY DECISION/ACTION APPLICATIONS ARE NEEDED 2 WEEKS BEFORE THE DEADLINE. Please use the following chart as a guide:

| <u>COLLEGE DEADLINE</u> | <u>DUE IN GUIDANCE SUITE</u> | |
|-------------------------|------------------------------|--|
| 11/1/2010 (ED/EA) | <u>on</u> 10/15/2010 | |
| 11/15/2010 (ED/EA) | <u>on</u> 11/1/2010 | **IN GENERAL SUNY'S & CUNY'S SHOULD BE SUBMITTED AROUND HALLOWEEN AND PRIVATE COLLEGES EARLIER THAN THANKSGIVING. |
| 12/15/2010 | <u>before</u> 11/15/2010 | |
| 1/1/2011 | <u>before</u> 11/15/2010 | |
| 1/15/2011 | <u>before</u> 11/23/2010 | |
| 2/1/2011 | <u>before</u> 12/17/2010 | |
| 2/15/2011 | <u>before</u> 12/17/2010 | |

*****COLLEGE APPLICATIONS WILL NOT BE ACCEPTED AFTER DECEMBER 17, 2010***
DECEMBER 17, 2010 IS THE LAST DAY TO HAND IN ENVELOPES TO SEND YOUR INITIAL TRANSCRIPTS/COUNSELOR FORMS TO COLLEGES.**

It is **YOUR** responsibility to make sure that all your teacher feedback forms have been submitted to your Guidance Counselor by teachers in time for us to use them. The essay you write in English class is also necessary. However, at a certain point, we will have to process applications based on whatever material is in your College folder.

6. In order to be processed (except for CUNY):

a) To send your transcript an envelope, and “counselor form” has to be personally handed to your guidance counselor, **ENVELOPES MUST NOT be left in anyone's mailbox.**

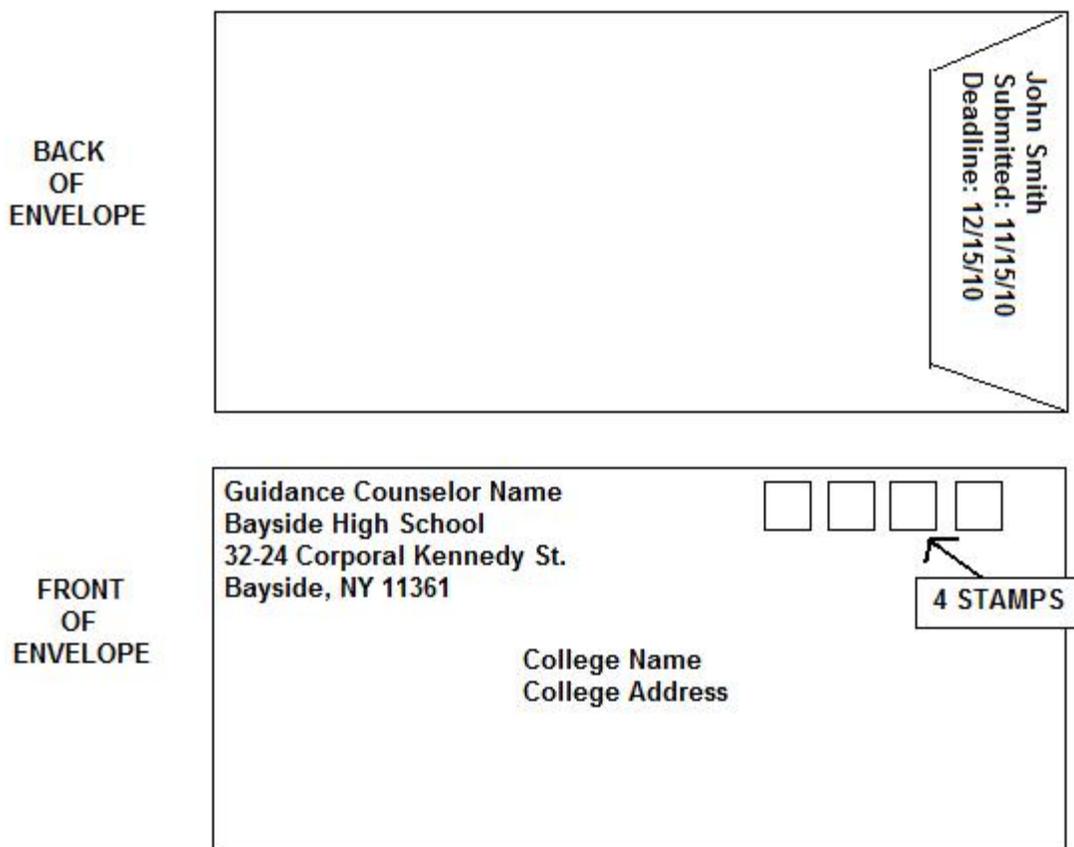
b) The college application can usually be filled out online, on the schools website **READ ALL INSTRUCTIONS.**

c) A “counselor form” must be accompanied by an unsealed, oversized envelope or small plain manila envelope (approximately 9” X 12”), addressed to the Admissions Office of the college. The return address, in the upper left hand corner of the envelope should read:

**GUIDANCE COUNSELOR
BAYSIDE HIGH SCHOOL
32-24 CORPORAL KENNEDY ST.
BAYSIDE, NY 11361**

The envelope must bear sufficient postage. Usually this requires at least 4 first-class stamps.

On the **outside, back flap of the envelope** legibly indicate the following: your name, the complete date you submitted the application and **(most importantly)** the complete date that the application is due at the college. *(See illustration below).*



d) The application fee can usually be paid online. However if you will be sending a check or money order to the college, send this separately and put your name and social security # in the memo section of the check.

7. If the application consists of several parts (e.g., **Basic Application for Admission, Personal Information, High School Report, Midyear Report, Teacher Recommendation Forms, College Financial Aid Application, College Honor Scholarship application**).

Please separate those parts which have to be processed by your Guidance Counselor. Typically, this would include the **High School Report or Secondary School Report and Recommendation (counselor form), and Mid-Year Report**. With the exception of the last two reports and of the Teacher Recommendation Forms, the rest of the forms should be completed and mailed with the correct fee directly to the appropriate address(es) by you. Your own return address should appear on the envelope(s) in which these forms are mailed. Be Careful: The forms may not all go to the same place (e.g., the Application form generally is returned to the Admissions Office while any Financial Aid Applications may have to be returned to the Office of Financial Aid). In addition, be aware that the separate forms may have different due dates.

8. The **Midyear Report Form**, if required by a college to which you are applying, must be submitted to your guidance counselor at the same time you submit the rest of the application.

a) It must be accompanied by a second unsealed (this time, legal size) smaller envelope addressed to the Admissions Office of the college. The return address, in the upper left hand corner of the envelope, should read: **Guidance Counselor, Bayside High School, and Bayside's address**. The envelope must bear sufficient postage. Usually, one first-class stamp is enough.

1. On the lower left-hand corner of the front of the envelope, legibly write **Midyear Report**.

2. On the back flap of the envelope, legibly indicate your name.

9. The following procedure must be followed in dealing with Teacher Recommendation Forms that are to be sent **directly** to the college from teachers:

a) Ask the teacher, in person, if he/she would be willing to submit a recommendation for you.

b) After permission is obtained, completely fill out that part of the recommendation which the college requires students to fill out. It is to your advantage to check the box that waives your right to see the completed application.

c) Write a brief letter to the teacher which includes the following information: the subject(s), grade(s), and year(s) you were in his/her class(es) or similar information pertaining to activities in which you participated that were supervised by the teacher any information about yourself in relation to the teacher's field of study or responsibility that would help the teacher write a recommendation both personal and appropriate; include the **Due Date** for the application.

d) Include a properly addressed, unsealed, legal size envelope with sufficient, first-class postage; usually 2 stamps are enough. The return address, in the upper left-hand corner of the envelope, should read: **Guidance Counselor, Bayside High School, with Bayside's address**. On the **back flap of the envelope** legibly indicate the following: **your name, the date you submitted the recommendation form to the teacher, and (most importantly) the date that the form is due at the college**.

*e) It is both considerate and wise to send a "thank you" note to the teacher for the effort he/she made to prepare the recommendation, and later to inform him/her of your successes.

f) Check with the teacher after a sufficient period of time to see if the recommendation was mailed.

10. Send your official SAT scores to your college using your account on www.collegeboard.com.

- Students who have had part of their secondary school, education in another county, or whose first language is not English, and have not been in the U.S. very long, SHOULD take the TOEFL (**Test of English as a Foreign Language**). TOEFL applications are available at www.toefl.org.

CSS FINANCIAL AID PROFILE:

There are private colleges, especially those offering Early Decision options, which may want you to file a CSS Profile application as soon as possible or before a certain date. Check with the college and if needed, visit www.collegeboard.com (Profile Online) now. Most colleges will want you to file a FAFSA form later, after January 1st of the new year. The FAFSA is for federal and state aid, while the Profile is for non-federal/state aid. FAFSA forms will be available in late November or early December.

SCHOLAR-ATHLETES:

If you are planning to enroll in college as a freshman and wish to participate in Division I or Division II athletics, you must be certified by the NCAA Initial-Eligibility Clearinghouse. You need to have a minimum grade-point average of 2.0 in a core curriculum of at least 14-16 academic courses. The courses must satisfy the NCAA definition of a core course. To be classified a "qualifier" you must also score a combined SAT sum score that matches your core-course grade point average. For more information check WWW.NCAACLEARINGHOUSE.NET.

ADDITIONAL INFORMATION AND REMINDERS:

IF YOU APPLY TO A COLLEGE ONLINE, YOU MUST BRING IN A PAPER VERSION OF THE PART OF THE APPLICATION MEANT FOR YOUR GUIDANCE COUNSELOR 30 DAYS BEFORE THE DUE DATE WITH A STAMPED, ADDRESSED ENVELOPE, AS PREVIOUSLY DESCRIBED. ALL ENVELOPES FOR ALL COLLEGES YOU APPLY TO MUST BE HANDED IN ON THE SAME DAY.

IF YOU ARE NOT A CITIZEN OR PERMANENT RESIDENT, YOUR NATIVE LANGUAGE IS NOT ENGLISH, AND YOU WISH TO APPLY TO A CUNY COLLEGE, YOU MUST TAKE THE TOEFL EXAM. CUNY SOMETIMES ADMINISTERS, THE TOEFL ACCORDING TO A SPECIAL SCHEDULE. AN EXEMPTION FROM THE TEST IS OFTEN MADE FOR STUDENTS WITH A 75 OR BETTER ON THE ENGLISH REGENTS OR A 500 OR BETTER ON THE CRITICAL READING PORTION OF THE SAT.

Students who have had part of their secondary school, education in another county, or whose first language is not English, and have not been in the U.S. very long, SHOULD take the TOEFL (Test of English as a Foreign Language). TOEFL applications are available at www.toefl.org.

All parts cannot be mailed out by yourself, because the colleges **WILL NOT** process the applications! They will just file them away in an "incomplete" drawer. **No application is valid without an official transcript!** **Every official transcript must be signed and mailed by your guidance counselor in an envelope you provide to us.**

A free scholarship search can be accessed on the internet at WWW.FASTWEB.COM, or at WWW.SCHOLARSHIPS.COM.